

# Simplified Audit Trail Report

## For Small Businesses

### 1. Basic Information

Business Name	ABC Business Solutions
Report Period	Jan 1, 2024 – Mar 31, 2024
Prepared By	Jane Doe
Date Prepared	April 5, 2024

### 2. Summary of Activities

Date & Time	User	Activity Type	Record / Module	Description
2024-01-08 10:23	JohnSmith	Create	Invoice #INV-0034	Created a new sales invoice for customer XYZ Ltd.
2024-01-09 15:42	JaneDoe	Update	Supplier Profile	Updated bank details for supplier Acme Corp.
2024-02-03 09:16	JohnSmith	Delete	Product #PRD-0102	Removed discontinued product from inventory list.
2024-03-12 13:05	JaneDoe	Access	Payroll Records	Viewed February payroll summary.
2024-03-25 16:30	EmilyTan	Edit	Expense Report #EXP-0067	Edited amount and description.

### 3. Signature / Authorization

Approved By	Michael Lee
Date Approved	April 7, 2024

### Important Notes

- Audit trail records must be maintained securely and made available upon request to authorized personnel or auditors.
- Ensure the accuracy and completeness of each entry in the audit trail to support compliance and traceability.
- Access to audit trail data should be limited to authorized users only, with regular reviews of permissions.
- Retention periods for audit records should comply with applicable regulations and internal policies.